

City of Saint Paul
Lead Electrician Job Family Competency Matrix – April 11, 2006
Each competency builds upon the other as the class series progresses.

Effective Date: May 4, 2006

Classification Titles	Lead Electrician Occupation Code 163 B.U. 20, Grade 004: Salary Info	General Lead Electrician Occupation Code 164 B.U. 20, Grade 005: Salary Info	General Lead Electrician – In Charge Occupation Code 615A B.U. 20, Grade 08U: Salary Info
General Duty Statement	Performs lead and skilled trade work in installing, maintaining, and repairing electrical equipment, wiring, fixtures, police and fire apparatus, cables, traffic signals and control equipment, and street lighting equipment. May apply for all electrical permits for work performed by electricians in a department. Performs related duties as required.	Performs lead work in installing, maintaining, and repairing electrical equipment. Applies for all electrical permits for work performed by electricians in a department. Directs the construction, maintenance, and repair of receiving and transmitting apparatus, cables, boxes and auxiliary equipment, and times and synchronizes traffic signals. May provide direction for the maintenance and repair of all traffic signals and controls. Prepares reports and estimates, oversees projects, and schedules and directs staff. Performs related duties as required.	Performs lead work such as directing both traffic signal operations and street light operation. Applies for all electrical permits required for work performed by electricians in a department, and directs the construction, maintenance, and repair of receiving and transmitting apparatus, cables, boxes and auxiliary equipment. Prepares reports and estimates, oversees projects, and schedules and directs staff. Performs related duties as required.
Supervision Received	Works under the general supervision of a division or unit supervisor.	Works under the general supervision of a unit supervisor.	Works under the general supervision of a unit supervisor.
Supervision Exercised	Exercises within a unit moderate technical supervision over skilled trade's workers and laborers and close supervision over Apprentice Electricians.	Exercises close technical supervision over Lead Electricians and moderate technical supervision over Electricians and Apprentice Electricians.	Exercises close technical supervision over Lead Electricians, Electricians, Apprentice Electricians, and other staff.

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Shared Competencies	Lead Electrician	General Lead Electrician	General Lead Electrician – In Charge
Technical Expertise: <i>Industry Practice</i>	Demonstrates an understanding of the basic principles, terms, procedures, and practices of the electrician trade. Demonstrates an understanding of best practices for equipment usage and traffic signal and street lighting materials and is able to apply within the work place. Demonstrates an understanding of record keeping systems for the operation of an electrical maintenance and construction business and makes recommendations to their supervisor regarding same.	Demonstrates an understanding of the full range of principles, terms, procedures, and practices of the electrician trade. Demonstrates an understanding of best practices for equipment usage and traffic signal and street lighting materials and is able to apply within the work place. Demonstrates an understanding of how to establish and maintain record keeping systems for the operation of an electrical maintenance and construction business.	Demonstrates an understanding of the full range of principles, terms, procedures, and practices of the electrician trade. Demonstrates an understanding of best practices for equipment usage and traffic signal and street lighting materials and is able to apply within the work place. Demonstrates an understanding of how to establish and maintain record keeping systems for the operation of an electrical maintenance and construction business.
Technical Expertise: <i>Risk Management</i>	Demonstrates an understanding of the legal principles that include liability and risk management, contracts, labor relations, and applicability of various ordinances, resolutions, and State and Federal standards. Demonstrates an ability to identify and minimize associated risks and liabilities. Demonstrates an ability to refer legal issues to a supervisor or City Attorney. Demonstrates the ability to identify electrical and traffic work safety practices. Demonstrates an understanding of OSHA requirements and takes appropriate action to promote and ensure safety in the work place.	Demonstrates an understanding of the legal principles that include liability and risk management, contracts, labor relations, and applicability of various ordinances, resolutions, and State and Federal standards. Demonstrates an ability to identify the full range of risks and liability implications. Demonstrates an ability to apply expertise in minimizing associated risks. Demonstrates an ability to confer with a City Attorney in addressing legal issues. Demonstrates the ability to identify electrical and traffic work safety practices. Demonstrates an understanding of OSHA requirements and takes appropriate action to implement, promote, and train others regarding safety in the work place.	Demonstrates an understanding of the legal principles that include liability and risk management, contracts, labor relations, and applicability of various ordinances, resolutions, and State and Federal standards. Demonstrates an ability to identify the full range of risks and liability implications. Demonstrates an ability to apply expertise in minimizing associated risks. Demonstrates an ability to confer with a City Attorney in addressing legal issues. Demonstrates the ability to identify electrical and traffic work safety practices. Demonstrates an understanding of OSHA requirements and takes appropriate action to implement, promote, and train others regarding safety in the work place.
Technical Expertise: <i>Technology</i>	Demonstrates an understanding of technological advances and how to apply to assigned work area and assists in applying same. Demonstrates a basic ability to utilize a computer, manipulate data bases, and use work-related software.	Demonstrates an understanding of how to apply technological advances to work applications. Demonstrates a wide range of computer applications, and leads others in applying same.	Demonstrates an understanding of how to apply technological advances to work applications. Demonstrates a wide range of computer applications, and leads others in applying same.

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Project and Program Management, Prioritization, and Finances	Demonstrates an ability to prioritize own work and the work of others, and meet project and program deadlines. Demonstrates an ability to assist in the planning, coordination, and managing of multiple projects or programs at multiple work sites and throughout the shifts. Demonstrates an ability to define, measure, and evaluate program or program results, and assist in appropriately prioritizing and setting deadlines.	Demonstrates an ability to prioritize own work and the work of others. Demonstrates an ability to create one and five-year capital/equipment expenditure plans and an ability to create one and five-year Traffic Operations Development plans. Demonstrates an ability to coordinate, and manage multiple projects or programs; demonstrates an ability to meet project and program deadlines, define, measure, and evaluate results, and appropriately prioritize and set deadlines for others.	Demonstrates an ability to prioritize own work and the work of others. Demonstrates an ability to create one and five-year capital/equipment expenditure plans and an ability to create one and five-year Traffic Operations Development plans. Demonstrates an ability to coordinate, and manage multiple projects or program. Demonstrates an ability to meet project and program deadlines, define, measure, and evaluate results, and appropriately prioritize and set deadlines for others.
Communication	Demonstrates an ability to effectively listen, speak, and interact tactfully in a work group, with supervisors, or the public. Demonstrates a verbal and written ability to appropriately respond to information requests on a variety of subjects.	Demonstrates a full-range of ability to effectively listen, speak, write, and interact tactfully in a work group or with the public. Demonstrates a verbal and written ability to appropriately respond to information requests from employees, supervisors, citizens, and the media. Demonstrates an ability to effectively respond to a variety of complaints in verbal and written form. Demonstrates an ability to produce effective written reports, memoranda and letters. Demonstrates skill in publicly presenting information to work or community groups, including elected officials. Demonstrates an ability to obtain technical knowledge and information about the workings of the department or trends and developments in the industry and applies these learnings to the project and program work of the organization.	Demonstrates a full-range of ability to effectively listen, speak, write, and interact tactfully in a work group or with the public. Demonstrates a verbal and written ability to appropriately respond to information requests from employees, supervisors, citizens, and the media. Demonstrates an ability to effectively respond to a variety of complaints in verbal and written form. Demonstrates an ability to produce effective written reports, memoranda and letters. Demonstrates skill in publicly presenting information to work or community groups, including elected officials. Demonstrates an ability to obtain technical knowledge and information about the workings of the department or trends and developments in the industry and applies these learnings to the project and program work of the organization.

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Teamwork, Management, and Leadership	Demonstrates effective leadership of subordinates or members of an assigned work group by actively supporting the mission and vision of the division and/or department. Demonstrates an ability to positively influence the work environment through regularly following work rules, managing conflict, coaching employees, and managing employees’ performance and development. Demonstrates an ability to develop employees into a cohesive team. Demonstrates consideration for others, tactfulness, support of the decisions of higher-level supervisors, support of subordinates, and impartial application of work assignments and work rules. Demonstrates an ability to train employees in proper and safe work methods and exhibits creativity in solving complex work problems.	Demonstrates effective leadership of subordinates by actively supporting the mission and vision of the division and/or department. Demonstrates an ability to positively influence the work environment through regularly following work rules, managing conflict, coaching employees, and managing employees’ performance and development. Demonstrates consideration for others, tactfulness, support of the decisions of the engineers and management, support of subordinates, and impartial application of work assignments and work rules. Demonstrates an ability to train employees in proper and safe work methods and exhibits creativity in anticipating and solving the most complex work problems.	Demonstrates effective leadership of subordinates by actively supporting the mission and vision of the division and/or department. Demonstrates an ability to positively influence the work environment through regularly following work rules, managing conflict, coaching employees, and managing employees’ performance and development. Demonstrates consideration for others, tactfulness, support of the decisions of the engineers and management, support of subordinates, and impartial application of work assignments and work rules. Demonstrates an ability to train employees in proper and safe work methods and exhibits creativity in anticipating and solving the most complex work problems.
Customer Service	Demonstrates a commitment to customer service. Demonstrates an understanding of the services provided and suggests improvements in the service standards and anticipates customer need. Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral. Demonstrates an ability to assist in identifying the needs of the customers. Demonstrates an ability to appropriately respond to customer complaints. Demonstrates an ability to influence others in continually improving customer service.	Demonstrates a commitment to customer service. Demonstrates an understanding of the services provided, sets the service standard, and anticipates customers’ needs. Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral. Demonstrates an ability to identify the needs of the customers. Demonstrates an ability to appropriately respond to the most complex and difficult customer complaints.	Demonstrates a commitment to customer service. Demonstrates an understanding of the services provided, sets the service standard, and anticipates customers’ needs. Demonstrates a willingness and ability to assist the customers by answering their questions or making a referral. Demonstrates an ability to identify the needs of the customers. Demonstrates an ability to appropriately respond to the most complex and difficult customer complaints.

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Requirements			
Shared Competencies	Lead Electrician	General Lead Electrician	General Lead Electrician – In Charge
Education, Certification, and Registration	<p>Must have three years of experience as an Electrician or equivalent. Must possess a Class A Journey level Electrician's License, or a maintenance electrician's license, issued by the State of Minnesota. Must possess a valid Minnesota Class D driver's license or higher, or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period prior to the date of appointment; suspensions for parking-related offenses excluded.</p> <p>Must possess a Commercial Driver's License (CDL) for positions in the Public Works Department within six months of employment.</p> <p>Must possess a master's electrician license issued by the State of Minnesota for positions in the Water Utility within six months of appointment.</p>	<p>Three years experience as a Lead Electrician or equivalent. Must possess a Class A Journey level Electrician's License issued by the State of Minnesota. Must possess or obtain a Minnesota Master Electrician's License within six months of appointment.</p> <p>Must possess a valid Minnesota Class D or higher driver's license. Must be registered as Master of Record.</p>	<p>Three years experience as a Lead Electrician or equivalent. Must possess a Master Electrician's License issued by the State of Minnesota.</p> <p>Must possess a valid Minnesota Class D or higher driver's license. Must be registered as Master of Record.</p>